



EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON OFFICE

The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). The application deadline for this position is **March 4, 2011**.

Title

Employment Officer, Family Liaison Office (M/DGHR/FLO), GS-12, full time, 2-year limited appointment, with potential to be extended up to a maximum of 5 years, Excepted Service, Schedule A. This appointment is not in the Competitive Service. The selected candidate will receive a 2-year Non-Career term appointment with benefits (FERS, TSP, FEGLI and FEHB). The incumbent will support FLO's programs in the area of outside the Mission employment.

Summary

The position is located in the Family Liaison Office (FLO), Bureau of Human Resources, Department of State. The incumbent of this position reports to the FLO Employment Coordinator. The position is located in Washington, DC, but may require some travel.

The Family Liaison Office was established in 1978 to improve the quality of life of Foreign Service employees and their family members. The FLO assists both employees and family members in the areas of family member employment, educational counseling, crisis support, and expeditious naturalization. FLO provides support to evacuees from overseas missions, is the functional office for the worldwide Community Liaison Office program, and organizes Washington and overseas training conferences annually. FLO produces numerous publications and information papers. You may research information about FLO on the Internet (www.state.gov/m/dghr/flo).

The Family Liaison Office serves employees and family members not only from the Department of State, but fields questions and makes referrals for many agencies with personnel abroad including the U.S. Agency for International Development, Foreign Commercial Service, the Justice Department, and Peace Corps, among others.

Major duties

Serve as subject matter expert on outside the Mission employment considerations, including the Global Employment Initiative (GEI) Program, Professional Development Fellowship (PDF) Program, Bilateral Work Agreements, Teleworking, Volunteer Service, and other areas of career development as they pertain to family member employment.

A. GEI Program: Monitor and evaluate the GEI program. Oversee GEI contract and track expenditures, including liaison with government contractor as necessary. Oversee compilation of monthly GEI statistics and prepare analysis as needed. Supervise and provide guidance and administrative support to a virtual team of about 20 Global Employment Advisors working at U.S. embassies and consulates located worldwide.

B. PDF Program: Oversee the implementation of the program on an annual basis. Develop and issue announcement cables, monitor responses, conduct selection committee meetings, develop statistics and fiscal reporting.

C. Bilateral Work Agreements: Serve as point of contact on bilateral work issues. Monitor existing agreements to assure compliance. Develop strategies and initiatives to implement new agreements as appropriate.

D. Other areas of career development: Network with multinational corporations and non-governmental organizations to increase employment opportunities for family members. Provide advice and guidance to family members on

volunteer service opportunities overseas and work to develop viable teleworking options. Serve as point of contact with Manpower in order to enhance training opportunities for family members worldwide.

E. Design, deliver and evaluate training and professional development programs. Manage GEI virtual regional centers including oversight of regional travel. Draft speeches, cables, information memoranda, decision memoranda and taskers. Draft regular updates for FLO newsletters.

Work may require international travel and serving on task forces as required during crises.

Qualifications (Ranking Factors)

A. Must be a U.S. citizen and have a minimum of 5 years of experience living or working in a U.S. embassy or consulate overseas.

B. In-depth knowledge of the employment environment for Foreign Service family members managing careers in a mobile lifestyle in the United States and at U.S. embassies and consulates abroad.

C. Ability to plan and monitor budgets;

D. Ability to develop and manage databases, compile and analyze information, and produce reports based on data.

E. Ability to communicate well both orally and in writing.

F. Ability to effectively manage and supervise multi-cultural teams.

G. Ability to interact well with others.

H. Computer skills are essential, including working knowledge of the Microsoft Office Suite, spreadsheet applications, and ability to conduct internet research.

How to Apply

Interested individuals may submit one of the following: an optional application for Federal Employment (OF-612), or a federal resume (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications and ability to type. Applications which are incomplete or mailed in government postage-paid envelopes will not be considered.

Send applications to Tracy Young, HR/HRSP/S, Room 1250, SA-15, Arlington, VA 22209. Applications may be faxed to Tracy Young at (703) 875-5510 or submitted by email to a centralized location: cspapps@state.gov. The application must be received by close of business, March 4, 2011. If there are any questions regarding this announcement, please contact Susan Frost, Deputy Director, M/DGHR/FLO, at (202) 647-1076 or Frostsh@state.gov. Applicants may want to email or fax (202-647-1670) their intention to apply to Ms. Frost.

Evaluation Method

Determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient

detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement. Competition for vacancies in the Family Liaison Office is very keen.

Please note that because all Family Liaison Office positions are in the excepted service, neither past nor current Federal status nor executive order eligibility are required. However, if applicants have government employment status or eligibilities, it is helpful to document this in the application to assist in determining the level of skills and abilities of each candidate. Therefore: 1. All current Federal employees and reinstatement eligible candidates should submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, form DS 1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All non-competitive eligible candidates should submit proof of eligibility. 3. All applicants claiming veterans' preference must provide proof of eligibility. 4. All other applicants (non-status) must submit information identified above. 5. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 6. All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

Privacy Act Information: The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

Information for those who wish to submit a resume: Please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

Personal and Educational Information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security Number; 3. Country of citizenship (most federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Work Experience and Other Qualifications: Applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including: 1. Job title (series and grade if Federal employment); 2. Duties and accomplishments; 3. Employer's name and address; 4. Supervisor's name and telephone number (indicate if we may contact your current supervisor); 5. Starting and ending dates of employment (month and year); 6. Hours worked per week; 7. Salary; 8. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications). 9. Early availability may be a factor.

SUMMARY OF REQUIRED APPLICATION ELEMENTS

In summary, you must include ALL of the following. If ANY item is missing or incomplete, your application cannot be considered:

A. An OF-612, a Federal Resume, or any other format that contains ALL of the required elements listed in paragraph 12 of this announcement; NOTE: these forms or formats can be found on the internet.

B. "Supplemental Statement" addressing EACH of the Qualifications and Ranking Factors IN DETAIL;

C. For Federal Employees (including those on INWS):

1. Most recent Performance Appraisal Report or EER, or if one does not exist, a form DS-1812 or equivalent form from another agency; 2. Most recent SF-50 (even if several years old).

D. An SF-181 (this can be found on the Internet and is REQUIRED, not optional);

E. Veterans must demonstrate proof of eligibility.

FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, or via email at CDRC@state.gov. The CDRC is located at SA- 1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority.